

Beginning a Business Vocational Education Program

The Missouri State Plan for Vocational Education makes provisions for programs, services, and activities to serve secondary students enrolled in vocational business classes. Districts that seek program approval for vocational business classes must prepare and submit an application (FV-3) between September 1 and May 1 prior to the fiscal year in which the class(es) will start. This application should be submitted to the Business Section of the Department of Elementary and Secondary Education.

Approved Vocational Courses

High Schools: In comprehensive high schools, Business Technology (CIP Code 52.0407), Network Administration (CIP Code 11.0901), and E-Business (CIP Code 52.0208) may be approved. One or two periods of business technology and network administration may be offered. Local districts have the flexibility of offering one period for eleventh grade students and an additional period for twelfth grade students, or one or two periods in one year for both eleventh and twelfth grade students. **One preparatory unit of business instruction is required of students enrolled in a vocational Business Technology course.**

In addition, a Supervised Business Experience (SBE) program (CIP Code 52.0499) may be approved. Students enrolled in the supervised business experience program should be currently enrolled in business technology or in the second year of network administration. Students work in training stations where a variety of jobs related to business training is performed. Guidelines and procedures can be found in the SBE Handbook at http://dese.mo.gov/divcareered/biz_supervised_business_experience.htm.

Additional business courses may be approved as vocational without salary reimbursement or 50/50 matching funds: Accounting I/II (CIP Code 52.0302), Banking & Financial Services (52.0803), Computer Business Applications (CIP Code 11.0601), Computer Programming (CIP Code 11.0201), Desktop Publishing (CIP Code 10.0303), Multimedia (CIP Code 11.0899). Courses must be offered for one unit of credit. Many schools request approval of these courses so that those students enrolled may be reported as vocational students in the Missouri School Improvement Program (MSIP) Performance Standards. The local district may apply for career-technical education enhancement grant funds for these approved courses. Competencies for these courses may be found on the business education web page: http://dese.mo.gov/divcareered/biz_be_competencies.htm

Area Vocational Schools/Career Centers: Course offerings approved are: Banking & Financial Services (52.0803), Business Technology (CIP Code 52.0407), Supervised Business Experience (CIP Code 52.0499), Accounting I/II (CIP Code 52.0302), Computer Programming (CIP Code 11.0201), Computer Business Applications (CIP Code 11.0601), Desktop Publishing (CIP Code 10.0303), Multimedia (CIP Code 11.0899), Network Administration (11.0901), and E-Business (52.0208). **One preparatory unit of business instruction is required of students enrolled in a vocational Business Technology class.** The area vocational school/career center may choose to offer classes in a one-period, two-period, or three-period block of time, depending upon the needs of the sending schools.

Competencies for the above courses may be found at:
http://dese.mo.gov/divcareered/biz_be_competencies.htm

Salary Reimbursement

Information related to salary reimbursement procedures can be found at http://dese.mo.gov/divcareered/salary_reimbursement.htm.

Certification

(See certification at <http://dese.mo.gov/divcareered/certifications.htm#biz>)

Funding

Monies are available on a 50 percent matching basis (50 percent local district reimbursement and 50 percent state reimbursement) to purchase equipment, software, and workstations for approved reimbursable vocational business programs. The number of equipment/workstations approved is based on program enrollment and equipment previously reimbursed within the past three years. A minimum unit price of \$200 is required for reimbursement.

To receive matching vocational funds, an FV-4 Application for Authorization to Purchase Equipment is due in the state office by **July 1**.

The school superintendent receives the approved FV-4 in early August. The school has until March 31 of the following year to purchase the approved items and send in the FV-2 reimbursement form. When the FV-2 reimbursement form is sent to the state office, copies of invoices and equipment serial numbers must be attached.

See Equipment and Furniture Guidelines, (Recommended Equipment List), for additional information. Guidelines are available at <http://www.dese.mo.gov/divcareered/forms.htm#biz>.

FV-2 and FV-4 forms and instructions are available at <http://www.dese.mo.gov/divcareered/forms.htm#biz>.